

ASSIGNMENT CLERK JOB ADVERTISEMENT

Job Title: Assignment Clerk I (Full-time Contractual)
Circuit Court for Charles County, Maryland

Department: Charles County Circuit Court

Work Location: La Plata, Maryland

Salary: \$36,693

Closing Date: July 15, 2011

Job Description Summary: This entry-level position performs tasks essential to the daily operation of the Assignment Office. Duties require experience and knowledge of various types of circuit court case scheduling and processing procedures and are performed in accordance with established policies, judicial mandates, case flow time standards, Maryland Rules, and the Annotated Code of Maryland. Essential functions of the position include: preparing and distributing daily dockets; performing data entry to calendar events in cases; clearing trial and hearing dates with attorneys; preparing and distributing court hearing and trial notices; assisting with the development of the Masters' calendar; revising daily judicial assignments based on courtroom activity; verifying hearing and trial information for the daily docket; providing information pertaining to the status of or confirmation of trial and hearing dates; scheduling events based on requests from the courtroom or chambers; reviewing case files to ascertain if a scheduled event is resolved or pending and to prioritize any pending issues; and transporting files between departments.

Education: Requires a high school diploma or GED. Additional education pertaining to legal terminology, legal secretarial, or related course work is desirable.

Experience: Minimum of one year of case processing experience, preferably in a circuit court or related legal setting.

Skills/Abilities: Excellent computer skills with the aptitude for learning specific program software related to case assignment. Detail-oriented with excellent organizational abilities, including time management and workload prioritization. Excellent telephone manner and customer service skills. Accuracy in spelling, grammar, punctuation, and data entry is essential. Ability to pull, lift, and transport stacks of court files. Ability to make independent decisions and work with minimal supervision. Ability to perform multiple tasks while interacting with the public, court personnel, and ancillary court-related professionals.

This position is employed by the Circuit Court for Charles County, Maryland and works under the direct supervision of the Assignment Director with general oversight provided by the Administrative Judge and Court Administrator. This is a contractual, full-time position that is not eligible for the full array of benefits offered by Charles County Government. Applicants must submit a completed Charles County Government employment application and resume to be considered for this position. Submit application and resume to the Circuit Court for Charles County, Maryland, Attention: Deborah W. Zrioka, Court Administrator, P.O. Box 3060, La Plata, Maryland 20646. Materials must be received by 4:30 on the closing date. Faxed copies will not be accepted. Applicants who need accommodation for an interview should request this in advance.